



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

GENERAL POSITION INFORMATION

Job Title: 12115 - Chief, Continuous Evaluation Program - GS-15

Salary Range: \$128,082 - \$160,300

Vacancy Open Period: 12/12/2016 – 12/27/2016

Position Type: Permanent and Detail

Who May Apply: Internal ODNI Candidates and Detailee

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Relocation Authorized: Not Authorized

POSITION INFORMATION:

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

For a cadre assignment:

- Current ODNI cadre.
- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)

For a detailee assignment:

- Current Federal Government employees.

Current GS employees at the same grade as the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

Salary Determination



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- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

COMPONENT'S MISISON:

The mission of the National Counterintelligence & Security Center is to lead and support the counterintelligence and security activities of the US Government, the US Intelligence Community, and US private sector entities who are at risk of intelligence collection, penetration or attack by foreign and other adversaries.

The Office of the Director of National Intelligence (ODNI), National Counterintelligence and Security Center (NCSC), Special Security Directorate (SSD) assists the Director of National Intelligence (DNI) in the dual role as head of the Intelligence Community (IC) and Security Executive Agent (SecEA) for U.S. Government (USG) security clearance programs, pursuant to Executive Order 13467. SSD's objectives include promoting security uniformity and reciprocity across the USG, aligning security processing, and ensuring personnel security actions amongst departments and agencies are seamless by instituting policies that ensure reciprocity of security clearances and background investigations. SSD drives efforts to achieve Government-wide improvements to clearance process timeliness, quality, and effectiveness, reciprocal recognition of security clearances and access approvals, and modernization of security business practices to ensure the most effective use of Information Technology (IT) in a limited resource climate, which includes the concept of the Continuous Evaluation (CE) of cleared personnel.

MAJOR DUTIES AND RESPONSIBILITIES:

The Chief, CE Program manages government and contract employees to develop, build, and implement CE for the USG. CE is a personnel security investigative process to review the background of an individual who has been determined to be eligible for access to classified information or to hold a sensitive position. CE will assist in the determination of whether the individual, throughout the period of eligibility, continues to meet the requirements for eligibility. CE supports eligibility determinations by conducting automated records checks of commercial databases, USG databases, and other information lawfully available to security officials. This position formulates objectives and priorities, and implements plans consistent with long-term interests. The selected candidate will apply expert personnel security knowledge to define the CEP direction, allocate resources, and identify programs or infrastructure required to achieve the desired end state. The selected candidate will:

- Lead and develop strategic CE efforts and drive solutions across the Executive Branch to include coordination with all Federal Agencies conducting CE projects and pilots to share best practices, collaborate on approach, reduce duplication of effort, integrate key research and findings, and ensure national impact is considered;
- Oversee and lead staff in the successful operation of all CE planning, research, programs, projects, and deliverables to determine their effectiveness in achieving objectives and ensuring implementation into appropriate personnel security policies, processes, and procedures;
- Serve as a critical liaison between Personnel Security and Community Services as well as the National Insider Threat Task Force to coordinate CE efforts, integrate common objectives into



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future CE solutions, and ensure consistency in NCSC strategic messaging and approach on all CE-related initiatives;

- Oversee and lead day-to-day CE program operations; advise SSD management and other senior leaders with regard to organizational mission and resources (funds, personnel, IT, contracts/acquisition, and security);
- Build coalitions with and leverage other IC and Executive Branch entities, developing strategic relationships to achieve common goals; and,
- Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.

MANDATORY REQUIREMENTS:

Required

- Demonstrated success leading, planning, managing, and directing the efforts of a government or private organization. Excellent program management, analytic, and critical thinking skills, including the ability to conduct program and management assessments, to identify needs and requirements, and to develop process improvement recommendations for implementation;
- Personnel security experience, to include knowledge of and experience implementing IC and Executive Branch personnel security policies;
- Demonstrated experience supporting efforts to achieve common goals, to include an understanding of stakeholder missions, business practices, and unique needs, strengths, and perspectives;
- Superior ability to articulate complex issues to a wide audience, including the ability to develop products for Executive Branch-wide use; and,
- Superior representational, interpersonal, organizational, and problem-solving skills as well as a superior ability to work effectively both independently and in a team or collaborative environment.

Desired

- COTR or project management experience;
- Demonstrated knowledge of and experience applying the rules of governance and project lifecycle methodologies; considerable knowledge of Project Management concepts and principles; and, successful completion of appropriate project management courses and/or certificate programs; and/or,
- Experience working successfully with technical personnel to implement personnel security initiatives.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:



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- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mitcjoy@dni.ic.gov (*Joy M.*) and mcreaz@cia.ic.gov (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3799.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**